



Government Solutions

LandShark

LandShark User Guide

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Overview

LandShark is an application providing Web access to information contained in the Land Records Management System at your county. Information you receive through *LandShark* is **EXACTLY** the same as it would be if obtained in person at the county.

This user guide is intended for use by the general public or title companies. **Because counties and states configure their *LandShark* application differently, some of the information contained in this guide may not be applicable to the *LandShark* application you are using.** It is our hope that this guide will serve as a general reference. Please contact your county recorder/register of deeds if there are any further questions.

Just as your county recorder/register of deeds charges a fee for document retrieval, *LandShark* charges fees for documents that are viewed and/or printed. These fees are set up by the county recorder/register of deeds at each county. Typically, the user saves money by accessing documents electronically through *LandShark* rather than requesting documents manually at the register's office. Contact your county recorder/register of deeds/register of deeds for a fee schedule.

Chapter 1 LandShark Basics

This section provides the key details you need to use LandShark.

Read this section to find out:

- What hardware and software you need to use LandShark
- How to log in and exit the LandShark system
- How to navigate through LandShark
- How to interpret system messages
- How to get help
- Definitions of terms used in LandShark

1.1 Hardware and Software Requirements

LandShark is a browser-based application. This means that the application can be accessed from any computer that has the following software installed:

- Compatible web browsers include:
 - Microsoft Internet Explorer 5.01 or greater
 - Netscape 6.0 or greater
 - Mozilla 1.0 or greater
 - Apple Safari 1.0 or greater
 - Recent versions of Opera should work but have not been tested
- Adobe Acrobat Reader for viewing images. You can download and install Acrobat reader for free by going to <http://www.adobe.com>.

1.2 Logging In

Prior to using LandShark, all users must register. The registration process differs slightly depending on how you will pay for transactions you make on LandShark.

Users who have an escrow account set up with the county or who pay a monthly subscription will be given a user ID and password. Credit card users will be asked to create a user ID and password during the registration process. (See the next page)

Escrow Account and Subscription users:

If you are using an escrow account or monthly subscription to pay for transactions, either the county recorder/register of deeds or an administrator in your company has provided a user ID and password.

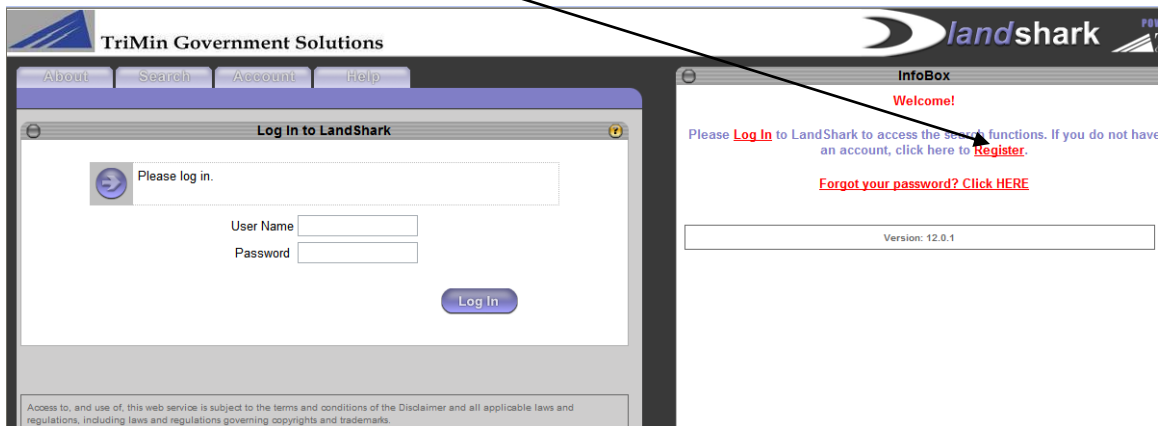
Enter your User ID and Password and click “Log In”

The screenshot shows the LandShark login interface. At the top, there is a header with 'TriMin Government Solutions' on the left and the 'landshark' logo on the right. Below the header, there are navigation tabs: 'About', 'Search', 'Account', and 'Help'. The main content area is titled 'Log into LandShark'. It contains a 'Please log in.' message with a circular arrow icon. Below this, there are two input fields: 'User Name' and 'Password'. A 'Log In' button is located at the bottom right of the login form. Two arrows originate from a text box above the form: one points to the 'User Name' field and the other points to the 'Log In' button. To the right of the login form, there is an 'InfoBox' with a 'Welcome!' message. It contains the text: 'Please [Log In](#) to LandShark to access the search functions. If you do not have an account, click here to [Register](#).' Below this, there is a link: '[Forgot your password? Click HERE](#)'. At the bottom of the InfoBox, it says 'Version: 12.0.1'. At the very bottom of the page, there is a small disclaimer: 'Access to, and use of, this web service is subject to the terms and conditions of the Disclaimer and all applicable laws and regulations, including laws and regulations governing copyrights and trademarks.'

Credit Card Users

If you are using a credit card to pay for transactions, you must first register to create an account, user ID and password.

Click on the “Register” hyperlink to reach the registration page.



Fill out the form and click “Ok”. Red text indicates required information.

Account Information

User ID

Password [At Least 6 Characters Required]

Retype Password

User Profile

First Name

Last Name

Company

Address

City

State

Zip Code

Email

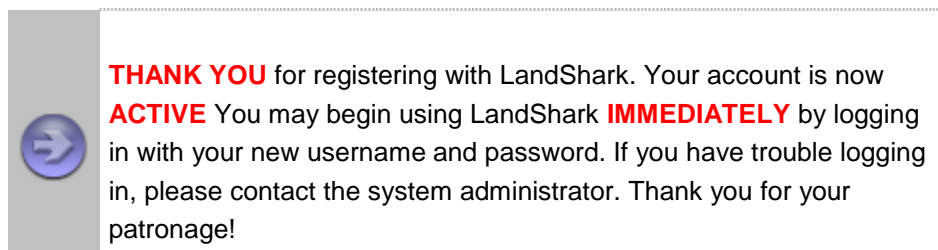
Retype Email

Phone No.

Fax No.

Ok

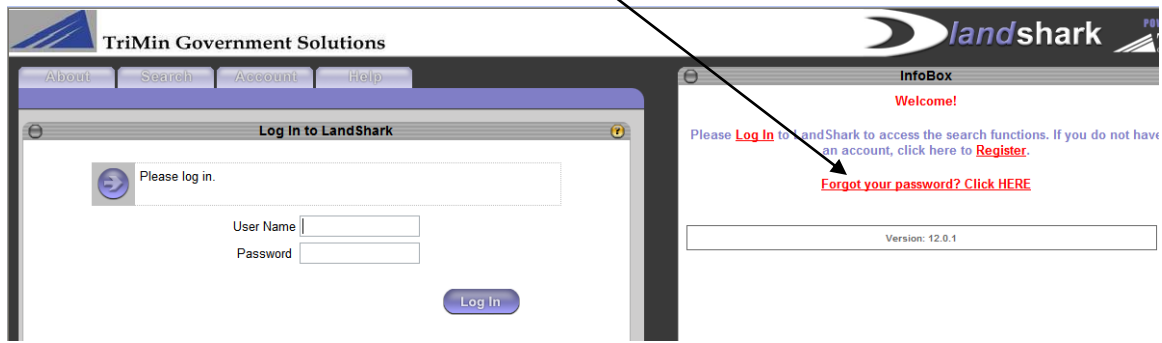
After successfully completing the registration page, the following message appears:



You now may enter your new user ID and password to access the system.

1.3 Forgotten Password

If you forget your password, you can get a new one by clicking on the “Forgot your password?” link on the Login page.



Enter your user ID and email address that you entered during registration and click Ok.

Your new password will be sent to the email address you entered.

1.4 Changing Your Password

Users may change their password at any time by selecting the *Account* tab.

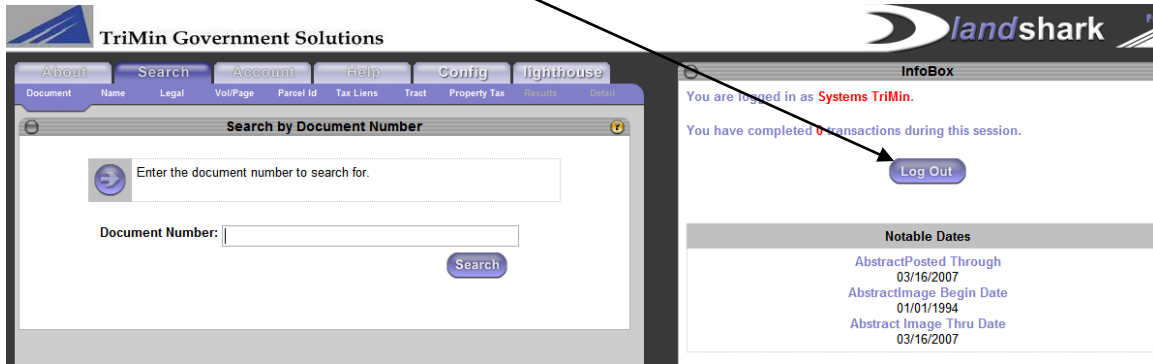


Scroll down, enter a new password and confirm it. Then click ok.

The screenshot shows the 'Change Password' form in the TriMin Government Solutions web application. The form has two input fields: 'New Password:' and 'Confirm Password:'. Both fields are circled in black, and an arrow points from the text box above to the 'New Password:' field. Below the password fields, there is a section titled 'Allowed Search Types' with a list of search types and their status: Document Search, Name Search, Legal Search, Volume/Page Search, Parcel ID Search, Tax Lien Search, Torrens Search, and Tract Book Search. Each search type has a dropdown menu showing 'Active'. At the bottom right of the form, there is an 'Ok' button. An arrow points from the text box above to the 'Ok' button.

1.5 Logging Out

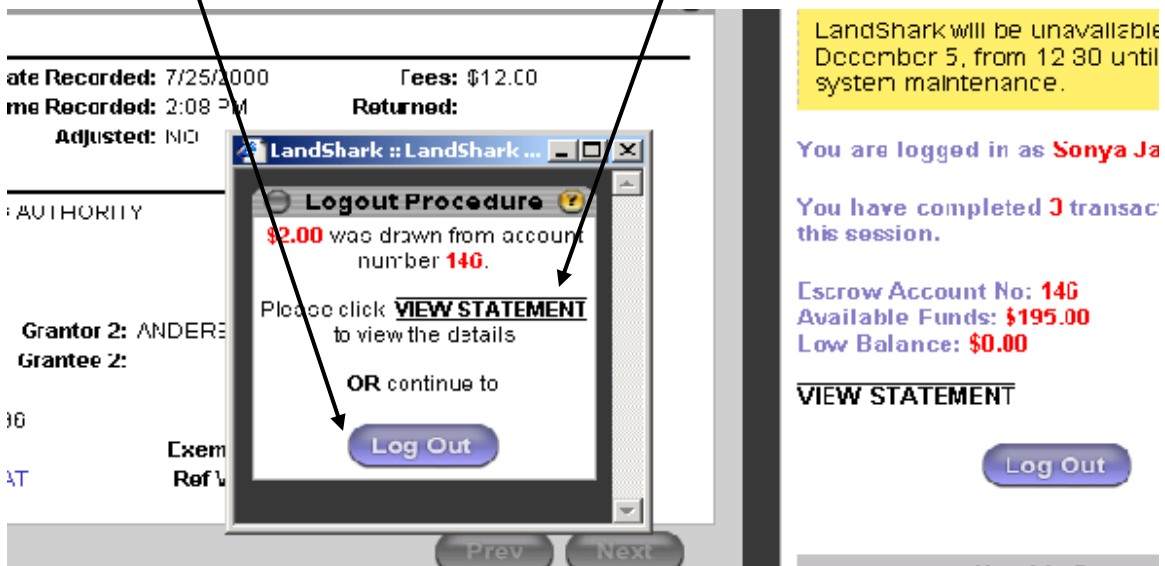
To exit LandShark, click the Log Out button on the right side of the screen.



A log off procedure page will appear which summarizes the transactions and amount that will be charged to your escrow account or credit card.

After reviewing this page, click Log Out again.

You have the option to click View Statement to view a detailed list of transactions.



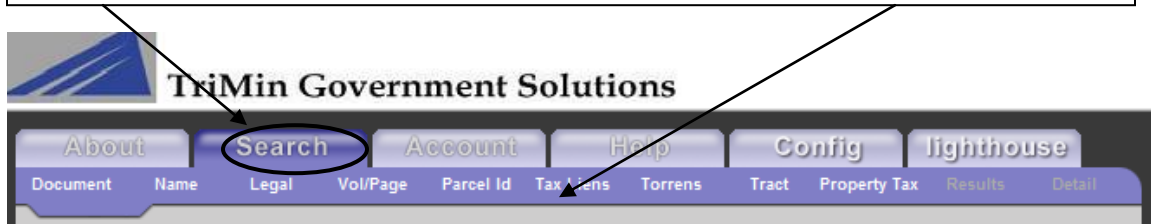
1.6 LandShark Menus and Navigation

The LandShark application is divided into tabs that represent the major functions of the application.

Because some counties select to include or exclude certain functionality (such as some types of searches), and different users have access to different parts of the application, some of the navigation items listed may not be visible to you.

Search

After logging in, every user is taken to the Search tab. Select a sub tab depending on which type of search you would like to perform.



Document

This tab enables you to search Abstract and/or Torrens documents by entering the document number.

Name

Users can search Abstract or Torrens documents by entering the Grantor or Grantee name. Additional information, such as document type, instrument group and/or starting date may be entered to narrow down the search.

Legal

This tab enables users to search by legal description. Users enter the document type (Abstract or Torrens), search order, instrument group, matching type (normal or exact) and starting date.

The user must then select a search type: metes and bounds, Plats or condos.

To learn more about legal searches, see the section on legal searches on page 22.

Vol/Page

Users can search by the volume (or book) and the exact page number where the document is located

Parcel Id

To review the history of a particular piece of property, users can search for all documents that reference the parcel identification number (or parcel ID) of a property.

Tax Lien

Users can look up information about State and Federal Tax Liens filed against taxpayers' property.

Torrens

Use this search when you know the Torrens certificate number of the document you wish to view.

Tract

This enables you to search for documents by entering the Plat or Metes and Bounds.

Property Tax

This tab connects you your county's tax system.

Results

Clicking on this tab will return you to the last results page you viewed. A results list is displayed when multiple documents matching your search criteria are found. Select from the results list the individual documents to you wish to view in detail.

Search Results for Brown				
Results 1 - 20 of 114				
<input type="checkbox"/> Name	Inst	Gtr/e Type	Doc#	Date Recorded
<input type="checkbox"/> BROWN A GRANT	GTE	WD	A279231	11/24/1999
<input type="checkbox"/> BROWN A GRANT	GTR	MTG	A279232	11/24/1999
<input type="checkbox"/> BROWN A GRANT	GTR	MTG	A279232	11/24/1999

Detail

The detail tab will redisplay the last document detail page you viewed. All details on file for a document are displayed. Tabs are highlighted when additional information is available for viewing.

Display Details for Document #A279232		
A279232		
Instrument Code: MTG	Date Recorded: 11/24/1999	Fees: \$10
Instrument Date:	Time Recorded: 2:14 PM	Returned:
Verified: NO	Adjusted: NO	
Detail Returned To: GOWEY ABSTRACT & TITLE COMPANY Address: [REDACTED] Address 2: [REDACTED] City/St/Zip: MEDFORD [REDACTED] Grantor 1: BROWN [REDACTED] Grantor 2: BROWN [REDACTED] Grantee 1: PETERS [REDACTED] Grantee 2: PETERS [REDACTED] Comments: Cartridge: Volume: 289 Page: 444 Transfer Fee: Mortgage: Exempt Code: Reference: Ref Inst: Ref Vol/Page:		
Image Comments Legals Grantee Comments Prev. Ref Taxes C/P		

About

This tab gives users information about the LandShark application and the county recorder. It also may contain information that may be helpful to LandShark users.



This tab is edited and maintained by an administrator at the county recorder/register of deeds office.

Account

Use this tab to edit your registration information.
Administrators can update accounts, users, rates and reports from this tab.



Most users will be able to access their profile information from this tab. Users may edit their personal information and **change their password** from this tab.

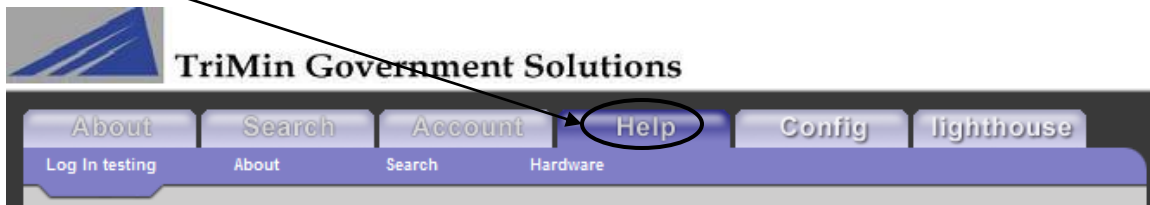
Change Password

New Password:

Confirm Password:

Help

This tab contains reference information for the following:



Login

Contains information on how to login to LandShark.

About

Contains information about the county recorder/register of deeds, LandShark and the county's Land Records Management system.

Search

Describes the various searches that may be performed using LandShark.

Hardware

Describes the hardware requirements for using LandShark.

This tab is edited and maintained by an administrator at the county recorder/register of deeds' office.

1.7 Info Box

The right side of your screen tells you the following important details about the LandShark session you are running:

InfoBox

The top of the InfoBox contains information such as notices from the recorder's office, who you are currently logged in as, and how many transactions you have completed during the session.

If you are logged in as a credit card user, you are also given information about your preauthorized amount, how much has been charged to your credit card, and your remaining balance.

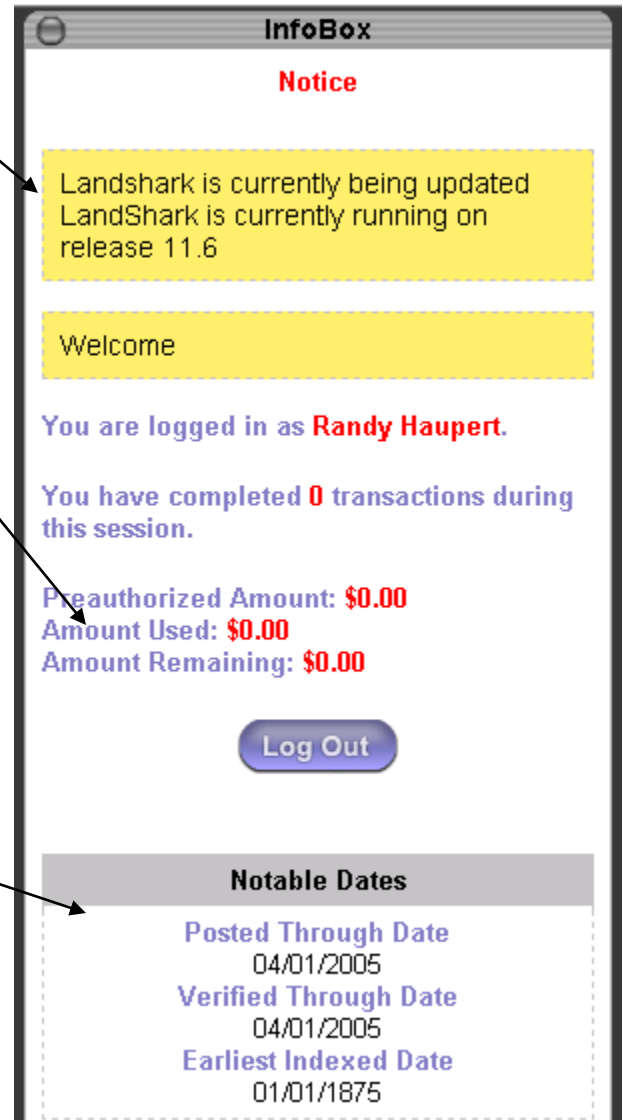
If you are logged in as an escrow account user, you are given information about your available balance and have the option to view a statement summarizing your transactions.

Notable Dates

Documents received in the recorder's office are first registered, then recorded and indexed, and finally (optionally) verified in the Land Records Management System.

These three steps rarely happen on the same day. For this reason, documents displayed may be at any one of these steps in the process. To find out whether the document you want to view has been verified or posted, check out the Notable Dates section.

The Notable Dates section also displays the earliest indexed date. If the document you are searching for was recorded prior to this date, you need to use a different means of gaining access.



1.8 Terms Definition

The LandShark application uses some terms that may not be immediately familiar to you. The list below defines these terms.

Document number	The Land Records Management System automatically assigns a <i>document number</i> to each document you register. This number is then used to index and track the document in the system.
Document Type	Some states record both Abstract and Torrens documents. If your state, records Torrens documents, you have the option to select either Abstract or Torrens from the Document Type drop-down. If your state does not record Torrens documents, you will not have the Document Type drop-down.
Grantor	The <i>grantor</i> on a document is the person who grants the transaction. Usually, this means the one selling a parcel of land, but it can be the grantor of a will, or a lien. A document may list more than one grantor.
Grantee	The <i>grantee</i> is the person receiving the grant of the transaction (or tract of land). Again, a document can list more than one grantee.
Instrument	An <i>instrument</i> is a binding legal document that conveys an agreement or action.
Instrument Group	Instruments may be optionally classified into Instrument Groups for the purpose of reporting and searching. Documents (or instruments) may be classified into several different instrument groups. You can conduct searches on all instrument groups or narrow your search to only certain types of documents. Examples would be an instrument group of “Liens”, made up of all document types that are part of a Lien search, or “Foreclosures”, for all documents related to foreclosures..
Parcel ID	Parcel ID is a unique identifier given to a single tract of land. You may use Parcel ID to search for a document in LandShark. Note that Parcel ID is an optional entry and may not be present on every document related to this parcel of land.
Search Match	This is a selection criterion in legal searches. Normal matching lists any document whose legal description includes this property. Exact matching lists only documents whose legal description is an exact match.
Search Order	An ascending search order lists documents in oldest to newest order. A descending search order lists documents in newest to oldest order.

- Starting Date** Starting Date refers to the date the document or documents were filed in the recorder/register of deed's office. If you enter a starting date, only documents filed on or after the date you supply will appear.
- Tax Age** This is a selection criterion in tax lien searches. Liens are divided into those that are considered current (filed within the last 10 years) and those that are old (10 years or older). This division helps limit the number of documents that are returned in a tax lien search.
- Torrens** In LandShark, Torrens refers to a document type. Some states have a System of registration of land titles resulting in the creation of a Torren's Certificate of Title with all subsequent transactions affecting the property noted upon the certificate. If your state does not have Torrens documents, you will not see Torrens options in LandShark.

Chapter 2 Conducting Searches

This section provides information on how to conduct searches in LandShark.

Read this section to find out how to conduct the following searches:

- Document Number
- Name
- Legal Description
- Volume and Page
- Parcel ID
- Tax Lien
- Torrens
- Tract
- Property Tax

This section also contains the following information:

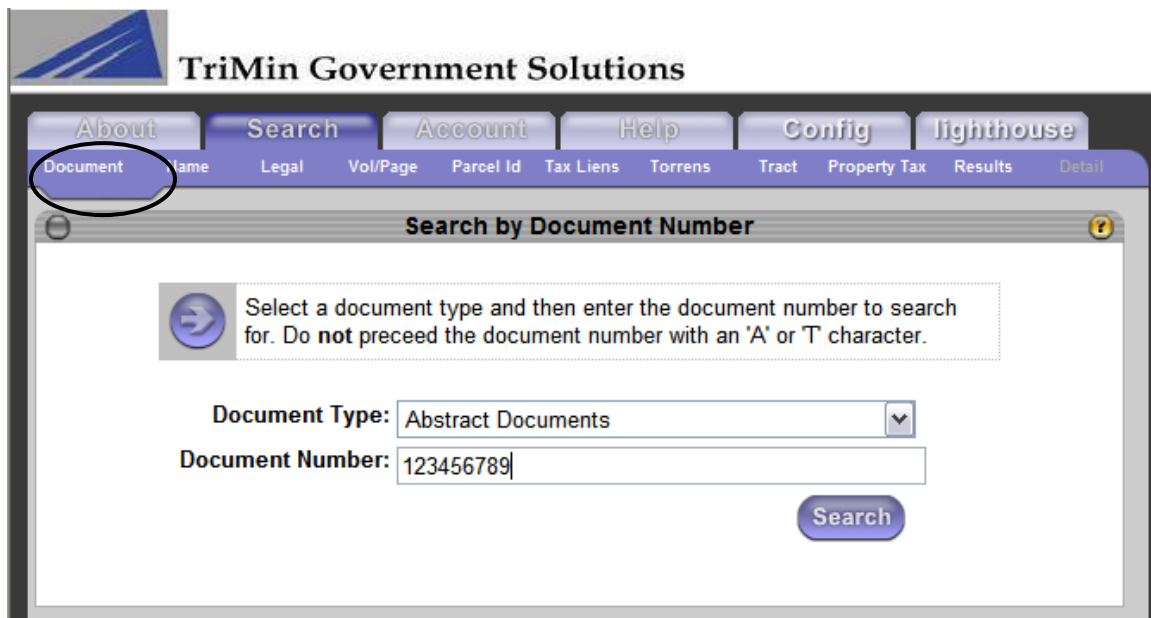
- What is contained in the document details screen
- What is contained in the results screen
- How to interface to your county's tax system
- How to interface to your county's GIS system

2.1 Document Searches

Use this search when you know the numerical register of the document you want to view. By providing a valid document number as search criteria, you bring up a detail view of the document.

1. If displayed, select Abstract or Torrens from the Document Type drop down.
2. Type the document number assigned by the Recorder's/Register's office
3. Click the Search button

Do not precede the document number with an A or T character.



The screenshot shows the TriMin Government Solutions web application. The top navigation bar includes links for About, Search, Account, Help, Config, and lighthouse. Below this is a secondary menu with Document, Name, Legal, Vol/Page, Parcel Id, Tax Liens, Torrens, Tract, Property Tax, Results, and Detail. The 'Document' link is circled. The main content area is titled 'Search by Document Number'. It contains a message box with a right-pointing arrow icon and the text: 'Select a document type and then enter the document number to search for. Do not precede the document number with an 'A' or 'T' character.' Below this, there is a 'Document Type' dropdown menu currently set to 'Abstract Documents', and a 'Document Number' text input field containing '123456789'. A 'Search' button is located at the bottom right of the form.

If the document number you supply is found, the Document Detail page is displayed.

If you do not know the document number, or it is not found, try searching by name or legal description

2.2 Name Searches

Use this search when you want to view documents that reference a particular grantor/grantee, or buyer/seller name. By providing all or part of the name as search criteria, the system displays a results list of matched documents sorted by name.

1. Type the name or partial name you are searching for in the format shown (i.e. last name followed by first name).
2. Select an instrument group (Optional). This narrows your search to only certain document types.
3. Change the search date range (Optional). Only documents filed in the recorder's office on or between the dates you supply will appear.
4. Click the Search button.

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About Search Account Help Config lighthouse

Document **Name** Legal Vol/Page Parcel Id Tax Liens Torrens Tract Property Tax Results Detail

Search by Grantor/Grantee Name

Enter the Grantor or Grantee name using the following format:

LASTNAME FIRSTNAME M

You only need to enter as much of the name as you know. You can also limit your search by the instrument group or date.

Name:

Exact Search: ☐

Document Type:

Instrument Group:

Search Date Range:

Search

Example: Enter "Hans" if you don't know if the name is spelled "Hanson" or "Hansen".

Any documents found matching your search criteria will be listed alphabetically on a Results page. Select from this list, or narrow down your search by clicking the Back button on your Internet browser and entering more detailed search criteria.

2.3 Legal Searches

To review the history of a particular piece of property, you can search for all documents that reference the legal description of that property. By providing all or part of the legal description as search criteria, you can bring up a list of the documents sorted by legal description. You can then select from this list the individual documents to view.

1. Select a **Search Order**
 - Ascending: list documents in oldest to newest order
 - Descending: list documents in newest to oldest order
2. Select an **Instrument Group** to narrow your search to only certain types of documents (OPTIONAL)
3. Select a **Search Match**:
 - Normal: list any document whose legal description includes this property
 - Exact: list only documents whose legal description is an exact match
4. Change the **Starting Date** or **Ending Date** to narrow your search to only those documents filed in the recorder's office on or between the dates you supply (OPTIONAL)
5. Select a **Search Type**:
 - Metes & Bounds: Click here to enter Section, Township, Range, Meridian, Quarter sections Other Lot Code and Lot
 - Platted: Click here to enter Subdivision, Block, Lot, Other Lot Code
 - Condominium: Click here to enter Condominium, Building, Unit, Garage

For each search type, you can either type the search criteria or use the 'locators' to help you enter the property description you are looking for.

6. Click the Search button.

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About Search Account Help Config lighthouse

Document Name **Legal** Vol/Page Parcel Id Tax Liens Torrens Tract Property Tax Results Detail

Search by Legal Description

Document Type: All Documents

Search Order: Ascending

Instrument Group: All Instruments

Search Matching: Normal Matching

Search Date Range: 01/01/1993 To: 10/03/2007

Search Type Ready to submit, but you can enter other search fields now.

Section 1 Township 1 Range 1 Meridian 1

[Metes and Bounds Locator](#)

☒ **Metes & Bounds**

QQ: Q:

Other Lot: Lot:

☐ **Plats - Lots/Blocks**

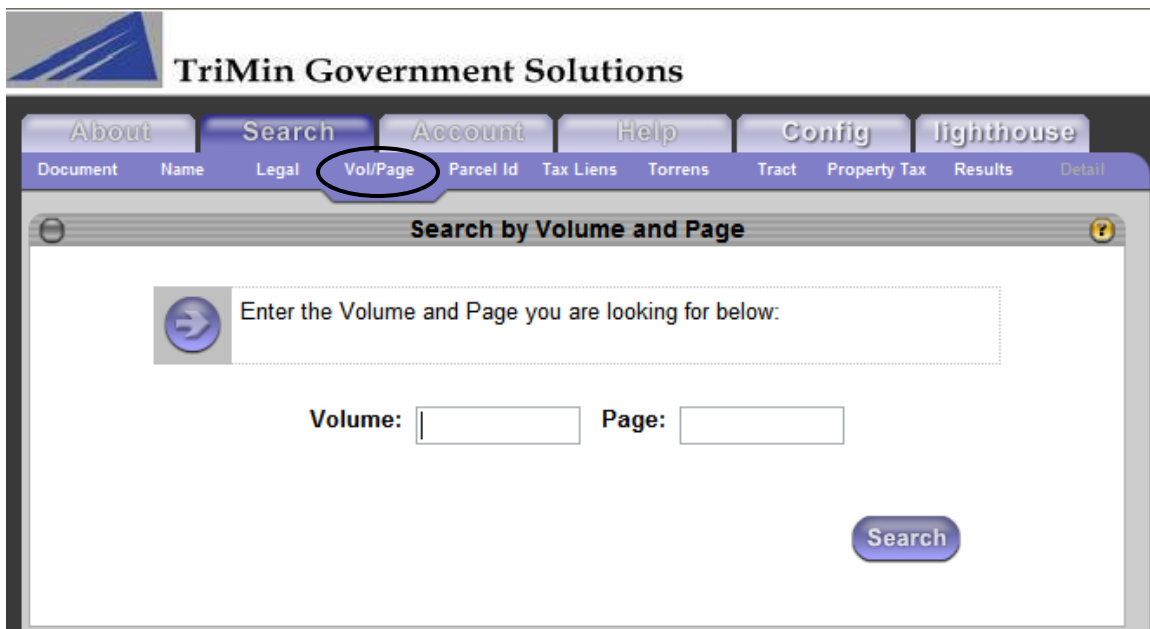
Guidelines for Searching Legal Descriptions:

- Fill in the metes and bounds description or the platted description, but only one.
- You can search for documents by supplying only a partial description. For example, to search for a particular plat number, regardless of the block and lot, fill in just that plat number. On the screen that appears, all documents that reference the plat number you entered are listed. You can then select the documents you wish to view. Or, to view all documents for a particular section, township and range, enter just those values. The resulting screen lists all documents that reference that section, township and range.
- You can enter an “Other Lot Code” with either a platted or a metes and bounds description.

2.4 Volume and Page Searches

In some County recorder/register of deeds' offices, each official copy of the document is filed in a book that is stored in the office. In LandShark, you may enter, for each document, the number of the volume (or book) and the exact page number where the document is located.

1. Enter the Volume.
2. Enter the Page.
3. Click the Search button.



The screenshot displays the TriMin Government Solutions web application. The top navigation bar includes links for About, Search, Account, Help, Config, and lighthouse. Below this, a secondary menu lists various search criteria: Document, Name, Legal, Vol/Page (which is circled), Parcel Id, Tax Liens, Torrens, Tract, Property Tax, Results, and Detail. The main content area is titled 'Search by Volume and Page' and contains a text input field with a placeholder 'Enter the Volume and Page you are looking for below:'. Below this field are two separate input boxes labeled 'Volume:' and 'Page:'. A blue 'Search' button is positioned at the bottom right of the search area.

Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.5 Parcel ID Searches

To review the history of a particular piece of property, you can search for all documents that reference the parcel identification number (or parcel ID) of a property. By providing the parcel ID as search criteria, you can bring up a list of documents that reference that parcel ID number. You can then select from this list the documents you wish to view.

1. Type the parcel ID number in the format used by this county.
2. Select a document type (Optional). This narrows your search to only certain document types.
3. Change the Starting Date (Optional). Only documents filed in the recorder's office on or after the date you supply will appear.
4. Click the Search button.

The screenshot displays the 'TriMin Government Solutions' web application. The top navigation bar includes tabs for 'About', 'Search', 'Account', 'Help', 'Config', and 'lighthouse'. Below this, a secondary menu lists various search criteria: 'Document', 'Name', 'Legal', 'Vol/Page', 'Parcel Id' (which is circled), 'Tax Liens', 'Torrens', 'Tract', 'Property Tax', 'Results', and 'Detail'. The main content area is titled 'Search by Parcel' and contains a search form. At the top of the form is a text input field with a placeholder icon and the text 'Enter the Parcel Id you are looking for below:'. Below this are three labeled input fields: 'Parcel Id#' with a text box, 'Document Type' with a dropdown menu currently showing 'All Documents', and 'Starting Date' with a text box containing '01/01/1993' and a calendar icon. A blue 'Search' button is located at the bottom right of the form.

Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.6 Tax Lien Search

Select Tax Liens to look up information about State and Federal Tax Liens filed against taxpayers' property. You can look up lien details by document or lien number, or by up to the first 36 characters of the taxpayer's name. You can also search for liens filed within a date range. The methods of searching you choose depend on the information you want to view. This search is available only if the tax lien docket is used in this county.

1. Select a tax age – Current or Older than Expiration.
 - a. Liens are divided into those that are considered current (filed within the last 10 years) and those that are old (10 years or older). This division helps limit the list of liens you need to scroll through to find the entry you want.
2. Select a search type and enter search criteria.
 - a. **Date Range:** Search by date when you want to limit your search to liens within a given timeframe.
 - b. **Document Number:** Select Abstract, Torrens or All documents and enter the exact document number.
 - c. **Lien Number:** Enter the exact Federal, State, or County Lien number
 - d. **Tax Payer's Name:** Type the name or partial name of the taxpayer you are searching for (last name followed by first name).
3. Click the Search button

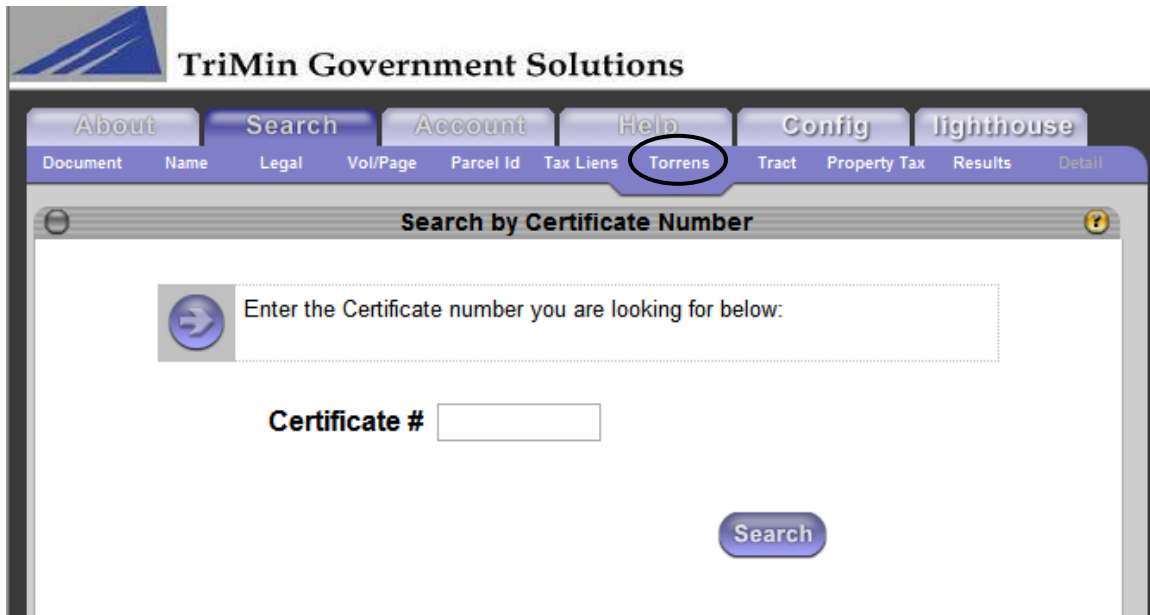
The screenshot displays the TriMin Government Solutions web application. The top navigation bar includes tabs for About, Search, Account, Help, Config, and lighthouse. Below these, a secondary bar contains links for Document, Name, Legal, Vol/Page, Parcel, Tax Liens (highlighted with a red circle), Correns, Tract, Property Tax, Results, and Detail. The main content area is titled 'Search by Tax Liens' and features a message: 'Please choose the Tax Age below before continuing:'. Below this is a 'Tax Age' dropdown menu currently set to 'Current'. A 'Search Type' section follows, with a red prompt 'Please Enter A Document Number'. It lists four search criteria: Date Range, Document Number (selected with a green dot), Lien Number, and Taxpayer's Name. The 'Document Number' field is populated with '123456789' and has a dropdown set to 'All'. A 'Search' button is located at the bottom right of the form.

Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.7 Torrens Search

Use this search when you know the Torrens certificate number of the document you wish to view. By providing a valid certificate number as search criteria, you bring up a detail view of the document. This search is available only if Torrens Property tracking is used in this county.

1. Type the certificate number assigned by the Recorder's/Register's office.
2. Click the Search button.



The screenshot shows the TriMin Government Solutions web application. The top navigation bar includes links for About, Search, Account, Help, Config, and lighthouse. Below this, a secondary navigation bar lists various search criteria: Document, Name, Legal, Vol/Page, Parcel Id, Tax Liens, Torrens (highlighted with a red circle), Tract, Property Tax, Results, and Detail. The main content area is titled "Search by Certificate Number" and features a text input field with the placeholder text "Enter the Certificate number you are looking for below:". Below the input field is a label "Certificate #" followed by a text box. A "Search" button is located at the bottom right of the search area.

If the Torrens certificate number you supplied is found, the certificate is displayed:

[PRINT CERTIFICATE](#)

Certificate of Title

Certificate No: 10641.0

TRANSFER FROM NO. 5430 registered 01/03/1919 Volume 1 Page 71.0

Minnesota, County of Rock

This is to certify that

ROBERT L. DePAUW and CELINE A. DePAUW, husband and wife, joint tenants

Click on Print Certificate to print. Fees may apply.


2.8 Tract Search

Use this tab to search historical tract books.

1. Select to search by Plats or by Metes and Bounds.
 - Platted: Click here to enter Subdivision, Block, Lot, Other Lot Code
 - Metes & Bounds: Click here to enter Section, Township, Range, Meridian, Quarter sections Other Lot Code and Lot
2. Click the Search button.

The screenshot shows the 'Search Tract Books' window within the TriMin Government Solutions application. The window has a title bar and a navigation bar with tabs: About, Search, Account, Help, Config, and lighthouse. Below the navigation bar is a sub-navigation bar with links: Document, Name, Legal, Vol/Page, Parcel Id, Tax Liens, Torrens, Tract, Property Tax, Results, and Detail. The 'Search' tab is active. The main content area is titled 'Search Tract Books' and contains a search instruction: 'Choose a search method and enter information in all fields displayed.' Below this is a 'Search Type' section with two radio buttons: 'Plats' and 'Meets & Bounds'. The 'Meets & Bounds' option is selected. The search fields are organized into two columns. The left column has 'Section:' (23), 'Lot:' (empty), and 'Other Lot:' (empty). The right column has 'Township:' (114), 'Range:' (27), 'Q:' (empty), 'QQ:' (empty), 'QQQ:' (empty), and 'QQQQ:' (empty). A 'Search' button is located at the bottom right of the form.

3. A list of documents that match your search criteria will appear. Click on the image button to view the image.



TriMin Government Solutions

[About](#) [Search](#) [Account](#) [Help](#) [Config](#) [lighthouse](#)

[Document](#) [Name](#) [Legal](#) [Vol/Page](#) [Parcel Id](#) [Tax Liens](#) [Torrens](#) [Tract](#) [Property Tax](#) [Results](#) [Detail](#)

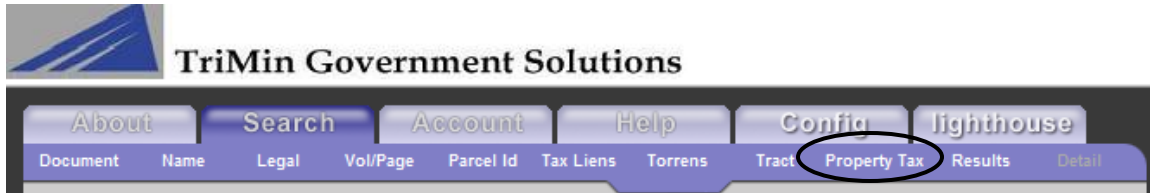
Tract Book Search Results

Ref Id	Entry Type	# Pages	Modified Date	Addt'l Legal Desc
<input type="checkbox"/> Q5	Meets & Bounds	1	2007-10-03	
Sec: 23	Twtp: 114	Rng: 27	Lot: -1 to -1	Q: QQ: QQQ: QQQQ:

[Delete](#) [Image](#) [Prev](#) [Next](#)

2.9 Tax Link

Your county may choose to provide a link to their property tax system from LandShark. Users can interface with the county tax system from the Search tab, or from within a document (see section 2.12).



2.10 Document Details Screen

There are several ways to view document details:

Single Search Result: When conducting any search where only one document is returned, the document details screen will display automatically after the user clicks the Search button. An example of this is when the user searches by document number. Only one document matches the document number, so the document details are displayed immediately

Document Number hyperlink: When a list of documents is returned in search results, each document number is displayed as a hyperlink. Click the hyperlink to view that document's details.

Checkbox: Click one, several or all checkboxes to the right of a result list, then click on the Detail menu item on the top right of the Search tab. Document details are listed in the order the documents appear in the results list. Scroll down to view additional document details.

From each document details screen, any of the following tabs may be highlighted depending on whether there is additional information about the document you are viewing.

Image: Click to view an image

Certificate: Click to view the Torrens certificate (Torrens documents only)

Legals: Click to view the legal description for this property

Grantor/ees: Click to view additional grantors or grantees associated with this document

Comments: Click to view comments

Exempt Codes: Click to display a list of exempt codes.

Taxes: Click to display a tax statement for the parcel.

Prev. Ref: Click to view additional reference documents

GIS: Click to display a map for that Parcel.

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Document Name Legal Vol/Page Parcel Id Tax Liens Torrens Tract Property Tax Results Detail

Display Details for Document #A299045

A299045

Instrument Code: SAT Date Recorded: 6/23/2003 Fees: \$11.00
 Instrument Date: 3/6/2003 Time Recorded: 10:35 PM Returned: ELECTRONIC DOC
 Verified: YES Adjusted: NO

Detail

Returned To: EDUCATOR'S CREDIT UNION
 Address 1: 1212 WILLOW LANE
 Address 2:
 City/St/Zip: APPLETON, WI 57887
 Grantor 1: SOLID GOLD MORTGAGES Grantor 2:
 Grantee 1: CARTER FRED Grantee 2: CARTER DAVID A
 Comments:
 Cartridge: Volume: Page:
 Certificate of Title: 0
 Transfer Fee: Mortgage: Exempt Code:
 Reference: A279056 Ref Inst: MTG Ref Vol/Page: 289/106

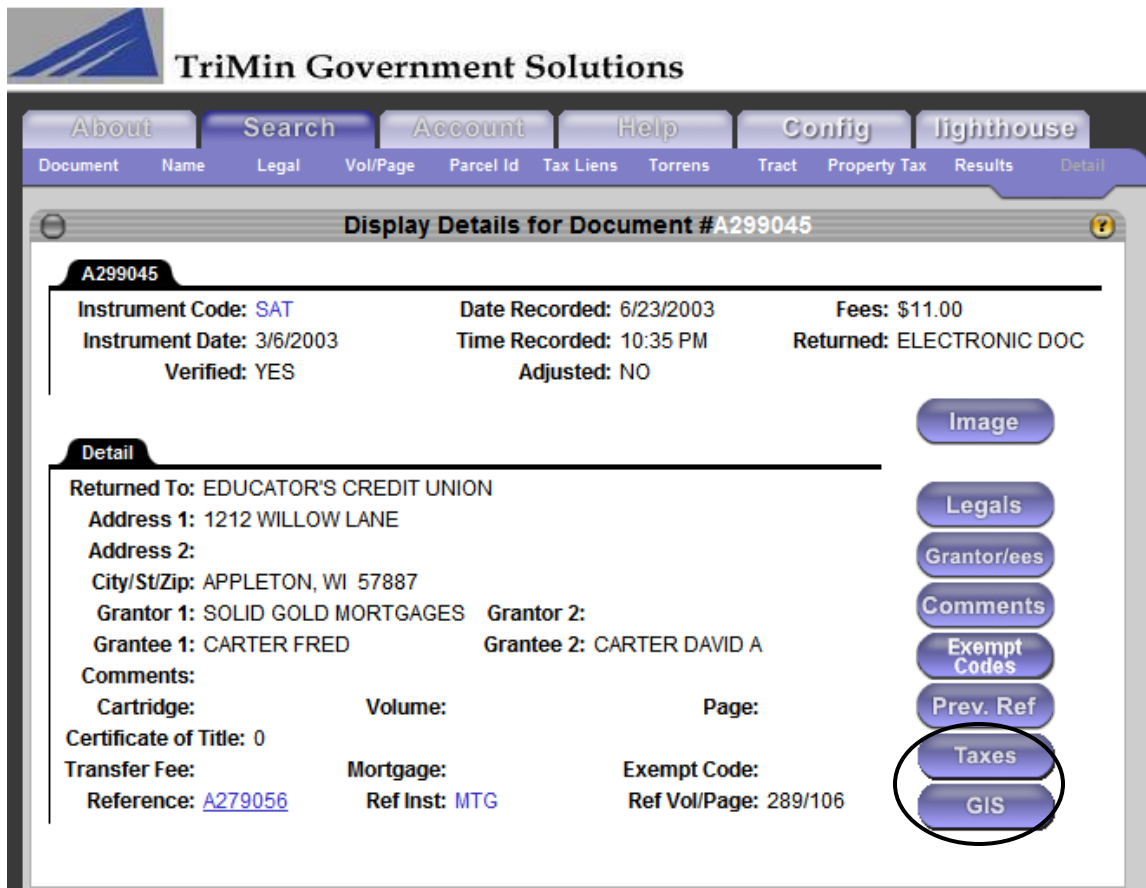
Image Legals Grantor/ees Comments Exempt Codes Prev. Ref Taxes GIS

2.11 Connecting to your county's Tax or GIS system

If your county has a web based Tax or GIS system, LandShark can integrate with them.

If this integration exists Tax/GIS buttons will light up during a LandShark detail search. If you click on the tax button a tax statement can be displayed for that Parcel ID. Clicking the GIS button will display a map for that Parcel.

Additionally, Tax and GIS tabs may be present in the main menu navigation.



Chapter 3 Adding Users to your Account

Users with Account Admin privileges can add new users to the account.

Adding and editing users in LandShark is a step by step process, which is outlined below.

To create a new user in LandShark:

To edit a user in LandShark:

1. Click on the Account tab.
2. Click on the Users sub-tab.
3. Click New User.

1. Click on the Account tab.
2. Click on the Users sub-tab.
3. Click on a User Id.

Trimin Government Solutions

About Search **Account** Help Config lighthouse

Profile Accounts **Users** Rates Reports

Manage Users

Use this page to administer users on the system.

[New User](#)

User Id	Name	Company	Status	Account	Level
adminuser	hubert, matt	trimin	Active	00049	Account Admin
Allv	Hauptert, Alyssa		Active	00010	Account Admin
AllvH	Hauptert, Alyssa		Active	00004	Regular User
Asst Coach	Coach, Assistant		Inactive	00003	Regular User

The user profile screen will appear. If you are changing existing user information, the fields will be populated already.

Fields labeled in red are required.

1. Enter all required information.
2. Click Ok.
3. The new user information will show in the user list.

Change User Profile

Adding a new user profile.

User Information

User Id:

Account:

First Name:

Last Name:

Company:

Address:

City:

State:

Zip:

E-mail:

Phone:

Fax Number:

Status and Account Information

Status:

User Level:

Change Password

New Password:

Confirm Password:

Allowed Search Types

Document Search:

Legal Search:

Volume/Page Search:

Parcel ID Search:

Tax Lien Search:

Torrens Search:

Tract Book Search:

Ok

User Levels:
Regular User – Can conduct searches, use the help tab and access their own user profile.
Account Admin – Can do functions of a Regular User, plus has the ability to add users to their own account.
Super User – This user can add accounts, add users and access all areas of LandShark.



TriMin Government Solutions - LandShark Job Aid

→ Search

Select type of search from Search tab and enter requested information.

When search results are displayed:

The screenshot shows the 'Search' tab selected in the top navigation bar. Below the navigation bar, there are tabs for Document, Name, Legal, Vol/Page, Parcel Id, Tax Liens, Torrens, Tract, Results, and Detail. The 'Results' tab is active, displaying 'Search Results for brow'. A table lists search results with columns: Name, Inst Gtr/e Type, Doc#, Date Recorded, and Prima Legal. The first three results are for 'BROWN A GRANT' with document numbers A279231, A279232, and A279233. The fourth result is for 'BROWN DENNIS A' with document number A268320. Annotations include: 'Click here to select all documents on this page. Click on Display at bottom.' pointing to a checkbox; 'Click on results to see the last search results.' pointing to a link; 'Click on Detail to see the last displayed detail.' pointing to a link; 'Hover over instrument type to display type of document.' pointing to a 'MORTGAGE' tooltip; and 'Check mark one or more document(s) and click on Display at bottom –or– click on the document number to see document detail.' pointing to a checkbox and a document number.

Name	Inst Gtr/e Type	Doc#	Date Recorded	Prima Legal
BROWN A GRANT	GTE WD	A279231	11/24/1999	
BROWN A GRANT	GTR MTG	A279232	11/24/1999	
BROWN A GRANT	GTR MTG	A279233	11/24/1999	
BROWN DENNIS A	GTE WD	A268320	10/9/1997	
BROWN DENNIS A	GTE WD	A268321	10/9/1997	
BROWN DENNIS A	GTE WD	A311086	5/27/2005	

→ Log Off and Display Statement

The screenshot shows the 'Logout Procedure' screen. It displays a message: '\$2.00 was drawn from account number 140.' Below this, it says 'Please click VIEW STATEMENT to view the details' and 'OR continue to Log Out'. A 'Log Out' button is at the bottom. Annotations include: 'When you log out, you have the option to click View Statement to view or print a detailed list of transactions for this session.' pointing to the 'VIEW STATEMENT' link; and 'You have completed 3 transac this session. Escrow Account No: 146 Available Funds: \$195.00 Low Balance: \$0.00' pointing to the account summary.

→ Change Password or User Information.

Click on Account tab. Change information. If changing password, enter the new password twice. Click on **Ok** button at bottom to save changes.

The screenshot shows the 'Account' tab selected in the top navigation bar. Below the navigation bar, there are tabs for Profile, Accounts, Users, Rates, and Reports. The 'Profile' tab is active, displaying 'Change User Profile'. A 'Change Password' form is shown with fields for 'New Password' and 'Confirm Password'. A 'User Information' form is also shown with fields for 'User Id', 'Account', 'First Name', 'Last Name', 'Company', 'Address', 'City', 'State', 'Zip', 'E-mail', 'Phone', and 'Fax Number'. Annotations include: 'Click on Account tab' pointing to the 'Account' tab; 'Change information' pointing to the 'Change User Profile' form; and 'Click on Ok button at bottom to save changes' pointing to the 'Ok' button.

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